

SLB

DPD 3437-59
1 June 1959

MEMORANDUM FOR: Chief, Personnel Section, DPD-DD/P

THRU : Chief, Administration Branch, DPD-DD/P

SUBJECT : Request for Slot Change

It is requested that position number 132, Administrative Branch, Personnel Section, Travel Unit, be changed from Clerk-Typist, GS-6, to Administrative Assistant, GS-7. The incumbent's duties have increased from the duties of a clerk typist to briefing of dependents for overseas travel, maintain an up-to-date passport file on all personnel assigned to DPD, dealing with commercial carriers for commercial transportation, checking medical records, and procuring proper documentation for travel purposes. The incumbent also arranges for travel of individuals when security requires special handling entirely divorced from the Agency. In addition, she keeps a daily record of ingrest fund set up for travel purposes.

25X1

CIO/EM

Chief, Travel Unit
DPD-DD/P

Distribution:

Orig & 2 - Addressee
1 - Administration Branch
1 - Travel Unit
 - RI

25 YEAR RE-REVIEW

WPW/ba

